

Volume No. 3—Automated Systems Applications	TOPIC NO.	70340
Function No. 70300—FAACS Online	TOPIC	DATA ELEMENT CHANGE
	DATE	October 2003

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Overview

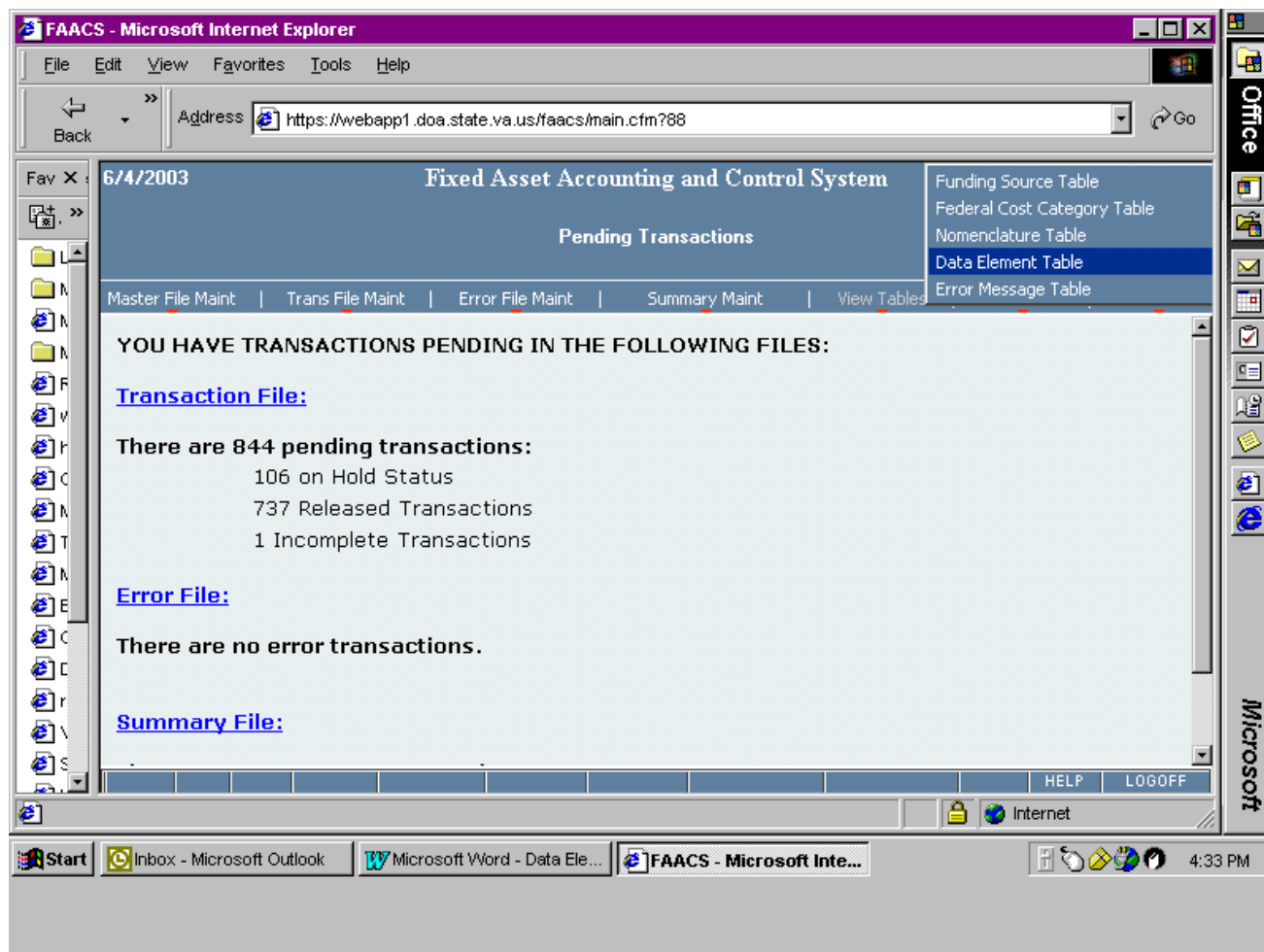
Introduction

FAACS has a data element change feature. This feature allows changes to data elements for specific assets without going through the usual data screens. However, this feature does not contain the screen edits that are usually in effect when data entry is performed from the regular screens. For this reason, use of this feature can result in error file items that must be corrected. Accordingly, caution should be exercised if this feature is used. It is accessed from the “**Restricted**” option on the navigation bar. If you want to use this feature, you must specifically request it.

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Procedures

Data Element Change Procedures To access data element change, choose **Restricted** on the navigation bar and click on **Data Element Table**.



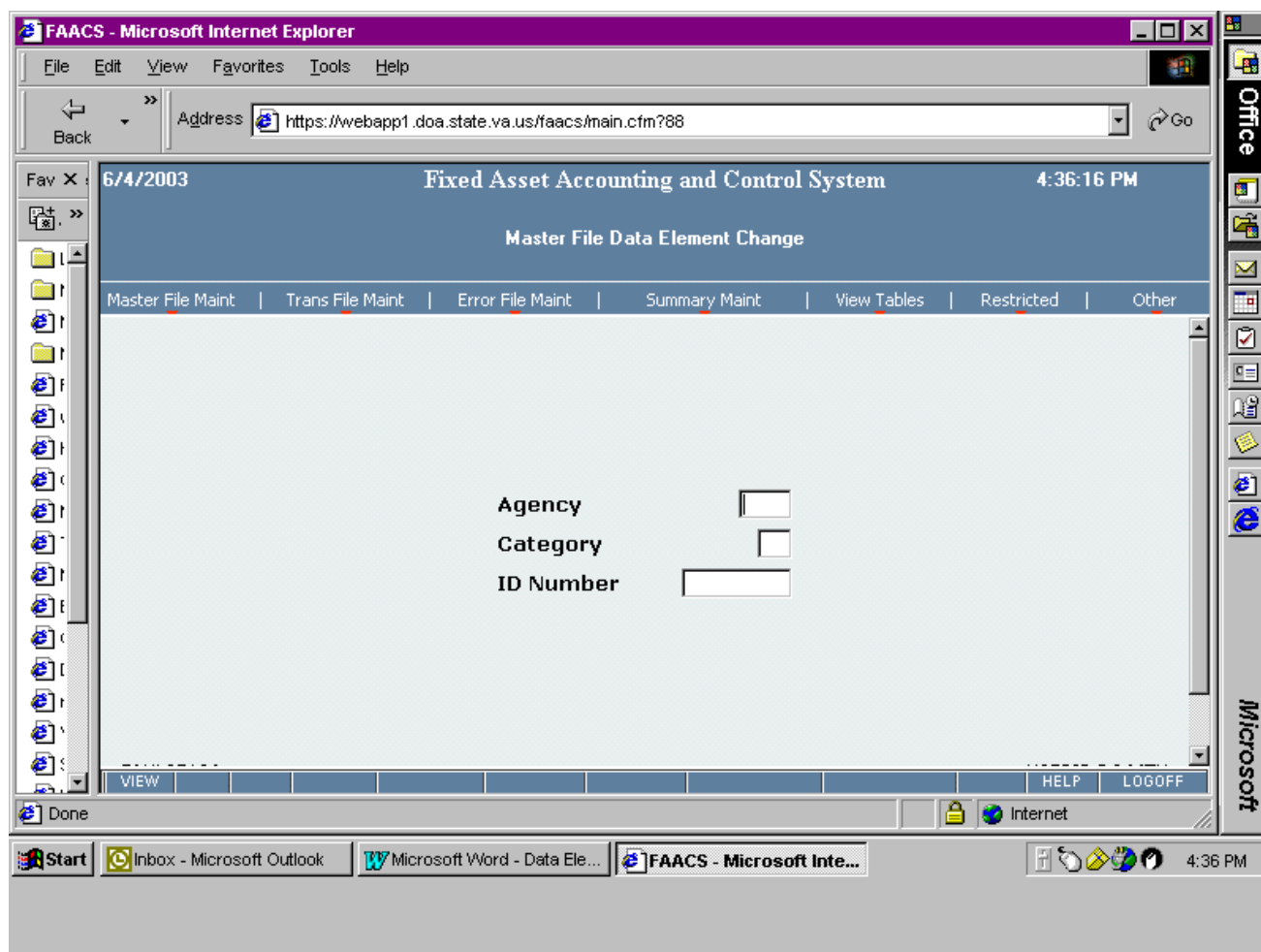
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Procedures, Continued

Data Element Change Procedures continued

Choosing **Data Element Table** will bring you to a screen that gives you the option to indicate a specific desired asset.



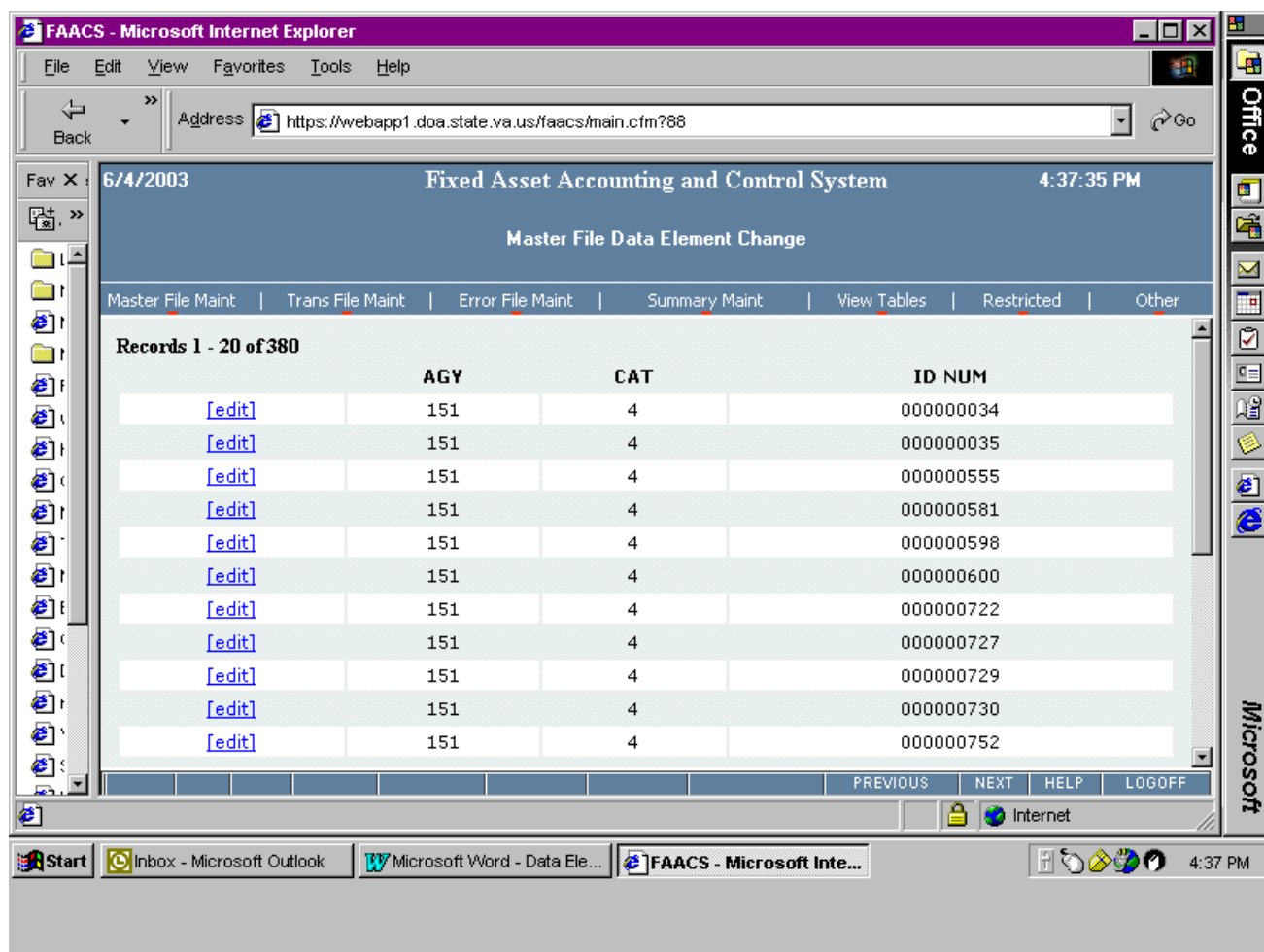
You may indicate a specific FAACS ID or click on **VIEW** to access a listing of your agency's assets. If you choose a specific ID, the listing will begin with that ID. Otherwise it will begin with the lowest ID for you agency.

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Procedures, Continued

Data Element Change Procedures continued Once you choose **VIEW**, the following Master File Data Element Change screen will appear.



Use the **NEXT** and **PREVIOUS** action buttons to scroll through the master file until you find the asset ID you wish to change. Click on "**edit**" beside the asset you wish to impact.

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Procedures, Continued

Data Element Change Procedures continued This will bring you to a screen for that particular asset.

6/4/2003 Fixed Asset Accounting and Control System 4:39:45 PM

Master File Data Element Change

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

AGENCY	ASSET CATEGORY	ID NUMBER	DATA ELEMENT NAME
151	4	000000034	Select a Data Element. DISPOSAL_QUANTITY03 FISCAL_MM01 FISCAL_YYYY01 INSTALL_DATE01 LAST_INVENTORY_DATE01 LEASE_ACCRUAL_DATE03 LEASE_ANNUAL_COST03 LEASE_DESC03 LEASE_ESCALATION_DATE03 LEASE_EXPIR_DATE03 LEASE_FROM_AGENCY03

Data Element Name: Current Value:

FANL0720 USERID DOAJTN

Submit Change

HELP LOGOFF

Under the **DATA ELEMENT NAME**, use the drop down menu to choose the data element that you want to change. In this example, LAST INVENTORY DATA is to be changed.

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Procedures, Continued

Data Element Change Procedures continued

In the lower portion of the screen, the data element name that was selected will be displayed along with the current value for the chosen data element.

The screenshot shows the FAACS - Microsoft Internet Explorer window. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?88>. The main content area is titled "Fixed Asset Accounting and Control System" and "Master File Data Element Change". It includes a navigation bar with links: Master File Maint, Trans File Maint, Error File Maint, Summary Maint, View Tables, Restricted, and Other. The main form displays the following information:

AGENCY	ASSET CATEGORY	ID NUMBER	DATA ELEMENT NAME
151	4	000000034	LAST_INVENTORY_DATE01

Below the table, there are input fields for "Data Element Name" (LAST_INVENTORY_DATE01), "Current Value" (06301998), and "New Value". A "Submit Change" button is located to the right of the "New Value" field. The screen also displays the date "6/4/2003", the time "4:39:45 PM", and the user ID "USERID DOAJTN".

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Procedures, Continued

Data Element Change Procedures continued In the “New Value” block, enter the value that you intend to change to for this chosen data element.

The screenshot shows the FAACS - Microsoft Internet Explorer window. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?88>. The main content area is titled "Fixed Asset Accounting and Control System" and "Master File Data Element Change". It includes a navigation bar with links: Master File Maint, Trans File Maint, Error File Maint, Summary Maint, View Tables, Restricted, and Other. The main form contains the following fields:

AGENCY	ASSET CATEGORY	ID NUMBER	DATA ELEMENT NAME
151	4	000000034	LAST_INVENTORY_DATE01

Below the table, there is a "Reset" button. Further down, there are input fields for "Data Element Name" (LAST_INVENTORY_DATE01), "Current Value" (06301998), and "New Value" (05312003), along with a "Submit Change" button. At the bottom, there is a "USERID DOAJTN" field and a "HELP LOGOFF" link.

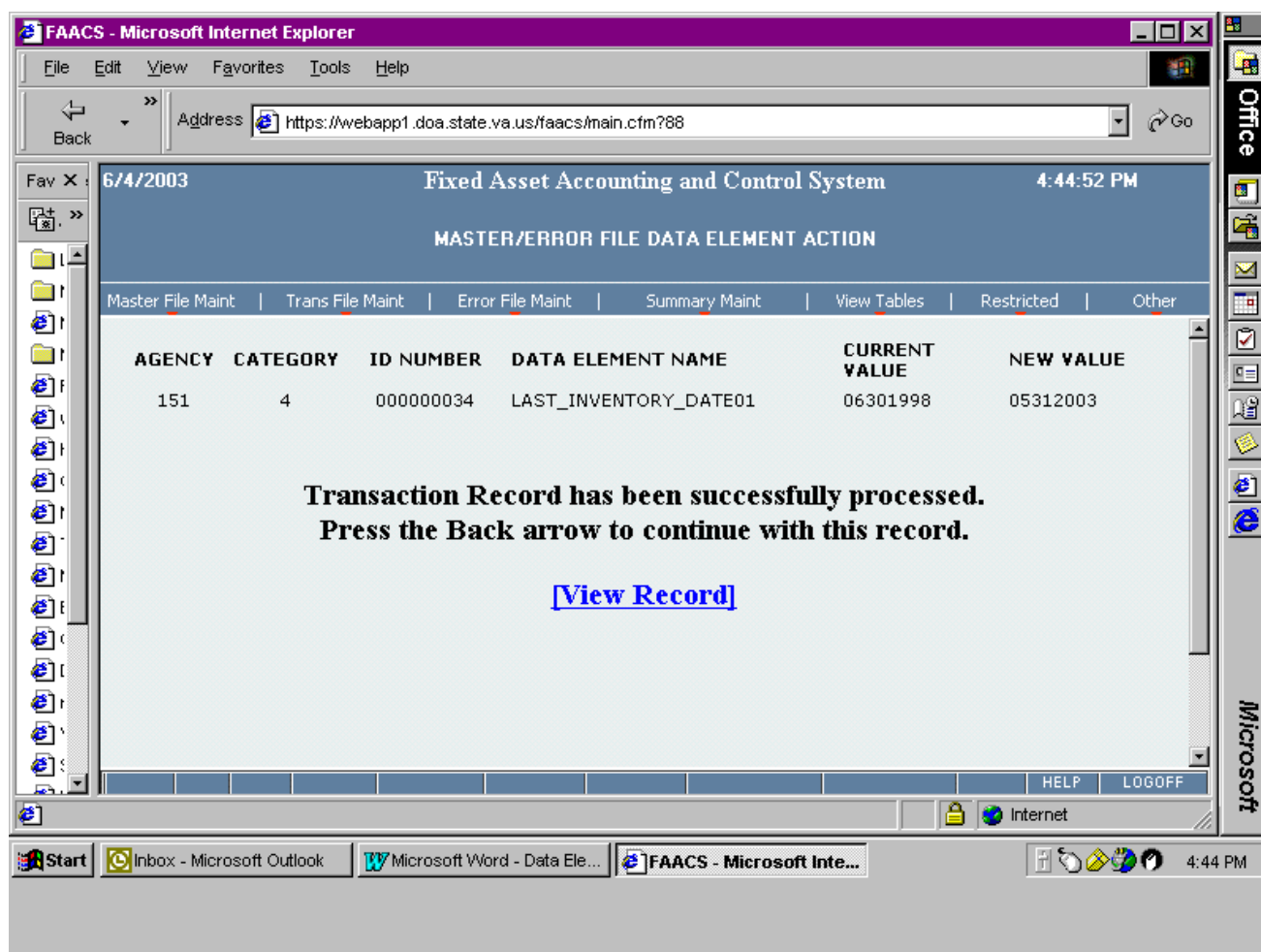
Once you have filled in the “New Value” block, click on the **Submit Change** button.

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Procedures, Continued



Data Element Change Procedures continued You will get a message that your change transaction has been successful.



If you wish to make additional changes to the same asset, you can do so. Also, you can make changes to other assets as well.

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Contacts

DOA Contact Assistant Manager, Fixed Assets and Indirect Cost
 (804) 225-2646
FAX (804) 786-3356
 finrept@doa.virginia.gov
